

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY COLLECTION DEVELOPMENT MANAGER

09/89

CHARACTERISTICS OF THE CLASS:

Under direction, develops and maintains the Library's collections of books, periodicals, audio-visual materials and other documents and materials; performs related duties as required.

EXAMPLES OF DUTIES:

Recommends the acquisition of books, periodicals, audio-visual and other library materials; reviews list of recommended acquisitions from library staff members; compares request lists with orders in process to limit duplications; selects vendors from which to purchase collection books and materials; prepares and maintains controls over book and other materials purchasing budgets; compiles statistics on purchases, prices, fund allocations and other purchasing data as required; establishes and maintains contact with vendors; supervises, trains and evaluates assigned personnel as required; maintains records and prepares reports.

Analyzes data from user studies and circulation statistics; prepares book vendor contract specifications; evaluates collection strengths and weaknesses; formulates collection development policies concerning the addition, removal, replacement or preservation of library materials; prepares bibliographies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from a college or university accredited by the American Library Association with a Master's Degree in Library Sciences and four years of professional library work experience including one year in developing and maintaining a library collection; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, methods and techniques of library operations; considerable knowledge of vendors of library books, periodicals, audio-visual materials and other library materials and the appropriate ordering methods and techniques; good knowledge of computer-based library services; some knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures; some knowledge of budget development and control practices and procedures.

Ability to plan, develop and implement library collection planning strategies; ability to establish and maintain effective working relationships with fellow employees, vendors and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Director of Personnel

Department Head